

Dear Client,

We are pleased to provide access to your payroll reports and/or payroll processing. Following is an overview of setting up your user ID, viewing reports, and running payrolls. Please do not hesitate to contact your payroll processor with any questions or concerns.

Your payroll processor will set you up as a user and contact you with the first-time password. You will receive an email, instructing you to go to <https://runpayroll.adp.com/enrollment.aspx?Action=Login&Stc=False>. Save the link in your Bookmarks or Favorites.

If you wish to add other users, please contact your payroll representative. There are two roles to choose from: Payroll Input or Report Only view. Let your processor know which role applies to each user. We will also need an email address for each user. We will distribute this guide to each new user. Please note with the new system you will no longer be able to edit/add employees. Contact your payroll processor with that information.

You can also switch on the employee access, which will allow your employees to view their check stubs and W2's (when available). Your processor will need a phone number and email address for each employee (we can default to the company's phone number if you prefer).

Go to <https://runpayroll.adp.com/enrollment.aspx?Action=Login&Stc=False>. Select "Register as a New User." (Going forward you will select "Client Login")



RUN, powered by ADP, is the ideal payroll and tax solution for any small business.

RUN was built from the ground up as an on-line payroll application - this means that all you need to run payroll for your business is web-access. You don't need to remember anything more than your user id and password and you can run your payroll from anywhere, at anytime. It's easy. You don't need to be a payroll expert, you don't even need to be a technology wiz.

RUN does it all for you!

If you are a new user with a temporary password, please click here to register:

Register as a New User

If you have already registered, please click here to login:

Client Login

Input the temporary password. If you encounter difficulties, or do not have a password, contact your payroll processor.



Temporary Payroll Password

Once you have entered the temporary password you received, you will be asked to create a new password as part of the registration process. For more information about password registration, click Help.

Temporary password: *

Fill out the User Registration, including the 5 security questions. The User ID must be a minimum of 8 characters.



User Registration



Before you can continue, you need to complete your user profile. The questions and answers you enter will be used to retrieve your User ID and password if you forget them. They may also be used to verify your identity while you make updates. All fields are required.

| | | | | |
|-------------------------|--------------------------------------|-----------------------------------|--|---------------------------------------|
| First name: * | <input type="text" value="KATHRYN"/> | Phone: * | <input type="text" value="410-778-1099"/> | Ext: <input type="text" value="151"/> |
| Last name: * | <input type="text" value="CUFF"/> | E-mail: * | <input type="text" value="KCUFF@RADCLIFFECORP.COM"/> | |
| User ID: * | <input type="text"/> | ? | Password: * | <input type="text"/> |
| | | | Retype password: * | <input type="text"/> |
| Mother's maiden name: * | <input type="text"/> | City/town of birth: * | <input type="text"/> | |
| | | Month and day of birth (mm/dd): * | <input type="text"/> | |
| Security question 1: * | <input type="text"/> | | | |
| Security answer 1: * | <input type="text"/> | | | |
| Security question 2: * | <input type="text"/> | | | |
| Security answer 2: * | <input type="text"/> | | | |
| Security question 3: * | <input type="text"/> | | | |
| Security answer 3: * | <input type="text"/> | | | |
| Security question 4: * | <input type="text"/> | | | |
| Security answer 4: * | <input type="text"/> | | | |
| Security question 5: * | <input type="text"/> | | | |
| Security answer 5: * | <input type="text"/> | | | |

After you agree to the Terms and Conditions of Service, you are all set up!

From here you can process payroll, review messages, and review tasks. Select the "Reports" tab to view your reports. Select the "Security" tab to view your profile. Help is available in the "Support Center."

The screenshot shows the Radcliffe Payroll Services web application interface. At the top, there is a navigation bar with the Radcliffe logo on the left and three icons on the right: a house icon for "Payroll Home", a question mark icon for "Support Center", and an 'X' icon for "Logout". Below this is a secondary navigation bar with three tabs: "Payroll Home" (selected), "Security", and "Reports".

The main content area is divided into several sections:

- Payroll Cycle:** A circular diagram showing four steps: "Run Payroll" (top-left), "Print Checks" (top-right), "Print Reports" (bottom-right), and "File Taxes" (bottom-left). Arrows indicate a clockwise flow between these steps.
- Online Payroll:** A banner image of a man in a striped shirt sitting on a lawn with a laptop. Text overlay reads: "Easy. Fast. Secure. Affordable."
- Messages:** A scrollable box containing the text "You currently have no messages." and a "Delete Messages" button at the bottom.
- Tasks:** A scrollable box containing the text "You currently have no tasks."

On the left side, there is a vertical sidebar menu under the heading "Payroll". It includes links for "Payroll Home", "Regular Payroll", "Special Payroll", "Manual Checks", "Paycheck Calculator", "Create Files", and "Other Payroll Tasks".

Reports

Select any report you wish to view. A drop down will appear on the report to select a check date, or a range of check dates.

Radcliffe
PAYROLL SERVICES
Certified Payroll Professionals

Payroll Home Security **Reports**

Reports Home

Reports Home

Access the report you need by clicking the name of the report. For more information about what details are contained in each report and when to run reports, click Help.

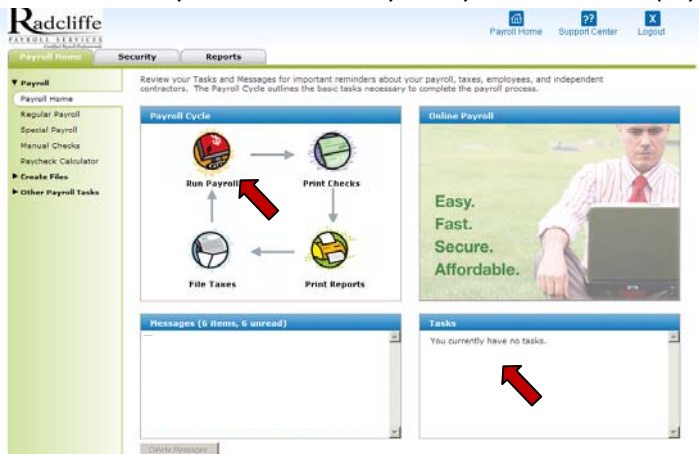
| Payroll | Corporate |
|---|---------------------------------------|
| Payroll Summary | Wage and Tax Register |
| Payroll Details | |
| Earnings Record | |
| Payroll Liability | |
| Earnings by Department | |
| Garnishment Payment Service | |

| Benefits | Miscellaneous |
|---|----------------------------------|
| Deduction Summary | Employee Summary |
| Partial and Missed Deductions | W-2 Preview |
| Payment Check | Worksheet |
| | Tip Credit |
| | Tip Allocation |

Close

Payroll Processing

Select "Run Payroll" from the Payroll Cycle or "Process payroll for..." under Tasks.



Processing a payroll in RUN is similar to processing in EOL; the pay grids are very similar. Highlight an employee's name and you can select "override" (see next snapshot), "add a row" (to add rates, dept allocation), "add a check." Click on "COBRA Credit" to open a list of terminated employees (see snapshot after Overrides). You can also choose to stop the direct deposit for the whole payroll. Running totals are listed at the bottom of the screen. Hit "Next" when finished.

Firm View | **Payroll Home** | **Employees** | **Company** | **Reports** | **Taxes**

Step 1 of 2

1. Enter Payroll
2. Preview Payroll

Enter Payroll for Employees - Biweekly

Enter the payroll details for each employee that you need to pay. If you need to pay an employee at an additional rate or in an additional department, click Add Row and continue to enter the payroll details. If you need to pay an employee more than one check, click Add Check and continue to enter the payroll details. If you need to override a tax or deduction amount for an employee, highlight the appropriate check and click Overrides.

Period start date: 05/23/2010 | Period end date: 06/05/2010 | Delete this Payroll

Check date: * 06/11/2010 | Sched Earns/Deds

Stop direct deposit:

| Employee Name | Department | Available Rates | Rate | Regular Hours | Salary Amount | Over |
|---------------|------------|-----------------|-------|---------------|---------------|------|
| | | | | | | |
| | | 13.00 | 13.00 | 33.62 | | |
| | | 7.55 | 7.55 | | | |
| | | 9.00 | 9.00 | 21.67 | | |
| | | 8.00 | 8.00 | 37.42 | | |
| | | 12.00 | 12.00 | 66.95 | | |
| | | 13.00 | 13.00 | 71.67 | | |
| Totals | | | | 509.04 | | |

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* This employee has payroll overrides

Overrides | Add Row | Delete Row | Add Check | COBRA Credit | Cancel | < Previous | Next > | Finish Later

Note: The size of the pay grid is very limited. Even if you make Explorer full screen, the pay grid will not become larger.

Add deductions, temp stop PTO & direct deposit, override tax options, are all taken care of here.

Firm View | **Payroll Home** | **Employees** | **Company** | **Reports** | **Taxes**

Step 1 of 2

1. Enter Payroll
2. Preview Payroll

Employee Overrides

The overrides you enter on this page apply only to this check. To override a tax amount, select the override option for the appropriate jurisdiction and enter the override amount as necessary. To override a deduction amount, enter or change the existing amount. To prevent paid time off from accruing for this check, select the appropriate PTO plans. For more information about when to use overrides, click Help.

Employee name: Stop direct deposit for this employee:

Number of pay periods for this check: * ?

Do not accrue PTO for: Vacation Sick Personal

| Jurisdiction | Override Options | Amount |
|---------------------|----------------------|----------------------|
| Federal income tax | <input type="text"/> | <input type="text"/> |
| Maryland income tax | <input type="text"/> | <input type="text"/> |
| | | |
| | | |

| Deduction | Type | Amount |
|-------------------|-------------------------------------|------------------------------------|
| Medical pre-tax 1 | <input type="text" value="Dollar"/> | <input type="text"/> |
| Advance | <input type="text" value="Dollar"/> | <input type="text" value="50.00"/> |
| Loan | <input type="text" value="Dollar"/> | <input type="text"/> |
| Uniform | <input type="text" value="Dollar"/> | <input type="text"/> |
| Miscellaneous | <input type="text" value="Dollar"/> | <input type="text"/> |

COBRA Tax Credit screen. Input the amount of the credit for each applicable employee.

Firm View | **Payroll Home** | **Employees** | **Company** | **Reports** | **Taxes**

Step 1 of 2

1. Enter Payroll
2. Preview Payroll

Tax Credits

Enter the COBRA tax credit amount for each terminated employee who is eligible for and has elected COBRA continuation coverage. For more information about the COBRA tax credit, click Help.

Period start date: Period end date:

Check date:

| Terminated Employee Name | COBRA Credit | | | | |
|--------------------------|--------------|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |

Preview the payroll here. From the drop down you can Preview the Payroll, Liability, or Payment Checks (click "View Report" after making the selection). Hit "Submit" when everything is correct. We will receive an alert message that the payroll is ready and we will process on our end. After processing you will be able to view the reports on the "Reports" tab.

Preview

Review the checks for accuracy. To make changes, click Previous to return to the Payroll Worksheet. To review the breakdown of a specific check, highlight the appropriate check and click View Details. The payroll total is the actual expense of the payroll that includes net pay, deductions, and taxes.

Period start date: 05/23/2010 Period end date: 06/05/2010 Payroll Preview View Report

Check date: 06/11/2010

Select "Print Report" to view in PDF.

Payroll Preview

Review the details of the employee payments. To make changes, click Close, and then click Previous on the Preview page to go back to the Payroll Worksheet. To print the report, click Print at the bottom of the page.

Print Report Close